

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN A COORDINANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

## LEGAL ANALYST

Office of the State Public Defender  
801 K Street, Suite 1100  
Sacramento, CA 95814  
(916) 322-2676

### DEPARTMENTAL PROMOTIONAL EXAMINATION

Competition limited to permanent State employees with the Office of the State Public Defender.

### PROMOTIONAL SPOT EXAM FOR

SAN FRANCISCO 10194VI

**FINAL FILING DATE: July 23, 2003**

### NO WRITTEN TEST IS REQUIRED

The entire examination will consist of an evaluation of each candidates experience and education

### HOW TO APPLY

Applications (STD 678) may be filed in person or by mail with:  
Office of the State Public Defender  
Testing Unit  
801 K Street, Suite 1100  
Sacramento, CA 95814

(See General Information on where to obtain an application.)

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.***

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**SALARY RANGE: \$ 3418 - 4155**

### EXAMINATION INFORMATION

This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes back beyond the time limit printed on the application.

Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

To obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

### ELIGIBLE LIST INFORMATION

The resulting eligible list will be used to fill vacancies in San Francisco only. Names of successful competitors are merged into the list in order of final scores, regardless of eligibility dates. Eligibility expires 12 months after it is established.

### THE POSITION

The Office of the State Public Defender provides appellate and post-conviction legal representation to persons found guilty of capital crimes and sentenced to death.

This is the journey analytical paralegal class. Under general direction and supervision, incumbents in the class of Legal Analyst provide paralegal and legal analytical support to attorneys. They are delegated difficult and complex paralegal duties which are analytical in nature. Occasional client contact and overnight travel may be required.

Position exist with the Office of the State Public Defender.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Qualifying experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.

#### EITHER PATTERN I

Experience: Two years of experience in the California state service performing the duties of a Legal Assistant.

and

Education: Successful completion of six semester units of paralegal or undergraduate legal courses, with at least three units of which must be in legal research. (Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required six units before they can be considered for appointment.)

#### OR PATTERN II

Experience: Two years of experience performing paralegal duties in a private law firm, corporate law office, or governmental legal agency.

and

Education: Twelve semester units in a legal or paralegal curriculum or equivalent to graduation from college.

**VETERANS PREFERENCE CREDIT** is not granted in promotional examinations.

**SEE REVERSE SIDE FOR MORE INFORMATION**

## GENERAL INFORMATION

Applications are available at the State Personnel Board office or their website ([www.spb.ca.gov](http://www.spb.ca.gov)), local offices of the Employment Development Department and the Office of the State Public Defender.

For an examination without a written feature it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 322-2676 three weeks after the final filing date if he/she has not received a progress notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of the State Public Defender reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire after a period of one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations.

## OFFICE OF THE STATE PUBLIC DEFENDER

Testing Unit  
801 K Street, Suite 1100  
Sacramento, CA 95814  
Telephone: (916) 322-2676

California Relay (Telephone) Service for  
the Deaf or Hearing Impaired:  
From TDD Phones 1-800-735-2929  
From Voice Phones 1-800-735-2922